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THE WHITE HOUSE
WASHINGTON

February 18, 1957

TO: HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS
SUBJECT: THE IMPLEMENTATION OF HOOVER COMMISSION RECOMMENDATIONS
NUMBER 1(a), 1(b), AND 2 ON PERSONNEL AND CIVIL SERVICE

Some time ago the President wrote to me regarding the Hoover Commission personnel recommendations which cover relationships between the noncareer political executives and the career administrators in the Federal service. After indicating his general approval of these recommendations, the President stated:

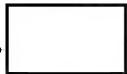
"I request that you develop***a program of action
which takes these suggestions into account."

In this connection, President Eisenhower stated:

"One of the most important reports submitted by the (Hoover) Commission deals with personnel and Civil Service. ...The Commission points out very effectively the degree to which better direction of the affairs of government and improvement in the general level of its services to our people depend upon improved federal personnel management. ...The Commission emphasizes the vital need of strengthening our political executive group and offers many valuable suggestions for meeting this problem. ...The Commission also emphasizes the need to strengthen the career service. ...It is increasingly essential to our democratic system that our career personnel be competent, well-trained and non-partisan. The Commission points to the dangers of permitting career servants in the course of their work to become identified with partisan policies, and thus subject to personal attack. The Commission addressed itself to this difficult and long-standing problem and developed criteria for designating the tasks which are appropriate for political appointees as distinguished from those which should be assigned to career employees. The Commission points out very properly that its suggested criteria must be applied

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with some degree of flexibility. I believe that these criteria are basically sound and that they provide a useful guide for a practical division of responsibility between these two groups of public servants."

Accordingly, it is the desire of the President that positive action be taken to improve personnel management by strengthening both the political executive and career administrator groups in government.

The first three recommendations of the Hoover Commission on personnel and civil service seek to accomplish this objective. In brief, they provide:

- 1(a) That career administrators, as rapidly as possible, be relieved of responsibility for the advocacy or defense of policies and programs, and that they be kept out of political controversies.
- 1(b) That, to the extent needed, additional noncareer executives be provided at the departmental level; and that noncareer appointees not be placed in line of command below career administrators.
2. That the President designate the positions which should be in the noncareer category in accordance with the criteria specified in the report, but with some flexibility.

To carry out Recommendation No. 1(a), the heads of departments and independent establishments will prepare and promulgate to their personnel a policy statement which fits their particular situation, but definitely carries out the desires of the President and the Hoover Commission recommendations to keep career administrators out of "political controversies."

Two copies of this policy statement should be submitted to the Executive Director, U. S. Civil Service Commission, within thirty days from the date of this letter. Practically all agencies agreed to this recommendation at the time comments were submitted to the Bureau of the Budget in reply to Budget Bulletin No. 55-5.

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To implement Recommendation No. 1(b), the heads of departments and independent establishments will review their need for additional noncareer executives. In submitting comments in reply to the Budget Bulletin No. 55-5, the heads of most agencies stated that additional political executives are not needed now because legislation was secured by this Administration for additional assistant secretaries in several departments. Nevertheless, if a current review indicates a further need, the necessary legislative or administrative requests will be initiated at the earliest possible date.

To implement Recommendation No. 2, the heads of departments and independent establishments will compile a list of the positions in their agency which, in their opinion, should be included in the Non-career Executive Group, with the following exceptions:

1. The positions filled by Presidential appointment, with or without confirmation by the Senate, need not be listed. However, each agency will report on the above-mentioned list, the total number of such positions, as of December 31, 1956.
2. The positions in the Noncareer Executive Group which are now excepted as Schedule "C" positions need not be listed because information regarding these positions is already available. However, each agency will report on the above-mentioned list, the total number of such positions, as of December 31, 1956. (Note: Do not include the positions of a personal and confidential nature, such as junior personal aides, confidential secretaries, and personal chauffeurs because they are not executives.)

All other positions, which the head of each agency wishes to include in the Noncareer Executive Group, will be placed on this list by (a) title of the position, (b) organizational location, and (c) grade.

For each position on this list, submit, in addition, (a) an organization chart showing the location of the position in the agency, (b) a copy of the official position description, and (c) a statement which sets forth the characteristics and reasons for including the position in the Noncareer Executive Group.

The criteria in paragraphs (b) and (c) of Recommendation No. 2 of the Hoover Commission Report on Personnel and Civil Service, with flexibility as may be required, shall be used in the preparation of the list.

Finally submit the list with accompanying material in quadruplicate within 90 days from the date of this letter to the Executive Director, U. S. Civil Service Commission.

Upon receipt of these lists, representatives of the President's Committee on Personnel Management, of the Director of the Bureau of the Budget, and of the Civil Service Commission will review them to assure compliance with the criteria. The results of this joint review will be communicated to the heads of agencies, following which steps will be taken by the agencies and these representatives to resolve any differences.

The finally approved and authenticated list will be sent to each agency head. These lists do not constitute requests for additional Schedule "C" positions. The practice now followed of securing Civil Service Commission Approval of Schedule "C" cases is not changed by these instructions. The above-mentioned review is to assure compliance with the criteria and to give one committee the overall picture on the Civil Noncareer Executive Group.

By direction of the President:



Philip Young

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